

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST U.S. Consulate General HCMC	2. AGENCY Department of State	3a. POSITION NO. A52631
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☒ Yes ☐ No 9 pos: A52626/28/30/31/32/33/34/35/36

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
Position No. _____, (Title) _____ (Series) _____ (Grade) _____
- ☐ b. New Position
- ☒ c. Other (explain) Temporary replacement

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority RSC-EAP-PCD	Custodian, FSN-1305	1	PH/JP	06/12/2019
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. MISSION Consulate General Ho Chi Minh City	b. Second Subdivision Facilities Management
a. First Subdivision Management Section	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. Typed Name and Signature of Employee _____ Date(mm-dd-yy) _____	10. This is a complete and accurate description of the duties and responsibilities of this position. Typed Name and Signature of Local Supervisor _____ Date(mm-dd-yy) _____
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. Typed Name and Signature of American Supervisor _____ Date(mm-dd-yy) _____	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. Typed Name and Signature of Human Resources Officer _____ Date(mm-dd-yy) _____
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13. BASIC FUNCTION OF POSITION

Performs janitorial work in U.S. Consulate General offices and annexes.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

- | | |
|---|-----|
| 1. Performs a particular cleaning assignment or range of janitorial duties such as dusting and wiping all desks and surfaces in Consulate General offices, its annexes and building exteriors, cleaning bathrooms, windows, and sweeping drains | 40% |
| 2. Maintains floors by sweeping, moping, waxing and polishing | 30% |
| 3. Empties trash cans, removes and discards full shredder bags and replaces with fresh bags | 10% |

- | | |
|---|-----|
| 4. Requisitions replacement of used-up cleaning supplies and broken cleaning tools | 10% |
| 5. Responsible for reporting broken windows, stopped-up drains, leaks and damaged/broken cleaning tools. Performs other duties as assigned. | 10% |

***Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.*

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
Completion of elementary school is required.
- b. Prior Work Experience
Must have at least one year of experience as a member of a commercial cleaning staff.
- c. Post Entry Training
On the job training.
- d. Language Proficiency: List both English and host country language(s) by level and specialization.
Level I (Rudimentary) English, Level II (Limited knowledge) Vietnamese are required.
- e. Knowledge
General knowledge of current cleaning methods and materials.
- f. Skills and Abilities
To be able to perform all aspects of the cleaning required, to the highest standard. Must be able to work as part of a team, follow instructions.

16. POSITION ELEMENTS

- a. Supervision Received
Receive direct supervision from the Custodial Supervisor and general supervision from the Maintenance Supervisor and the Management Officer.
- b. Available Guidelines
None.
- c. Exercise of Judgment
Uses some initiative and good judgment in organizing work assignments. Ensures that all job activities and duties are performed in a responsible manner to avoid the creation of safety or health hazards. Uses common sense in determining good safety practices and when using cleaning products and lifting and carrying heavy loads. Conforms to established safety and health policy and procedures. Utilizes appropriate personal protective equipment as required by the job activity. Ensures that the POSHO and other appropriate officials are informed of any accidents, illnesses or injuries that occur on the job, and of any unsafe or hazardous conditions.

- d. Authority to Make Commitments
None.
- e. Nature, Level and Purpose of Contacts
None. Has contact with LE Staff employees as well as American personnel. Must be able to deal effectively with LE Staff and American personnel at all levels.
- f. Supervision Exercised
None.
- g. Time Required to Perform Full Range of Duties after Entry into the Position
One month.